ARS-416/417 template: For a project coded as D or X only				
CRIS Project Number:	C For a new project, the ARIS User will assign a number			
	C For revisions to an existing 416/417, list the project number			
Project Type:	 9 D = In-house Appropriated funds 9 X = Other (special use code, must have guidance from Area Office and/or Headquarters) 			
Project Title:	7 A – Other (special use code, must have guidance from Area Office and/or freadquarters)			
Project Start:	9 Normal Progression (used for establishing new in-house D projects and/or replacing existing in-house D projects)			
This explains the purpose of the establishment of the 416/417	9 Budget Increase (used for in-house projects established due to program increase funding)			
Start and Termination Dates:	9 Headquarters Funding (used for in-house D projects established from headquarters funds)			
	(Date the project is expected to begin)			
Use format: 06/01/2003	(Date the project will end/terminate, cannot exceed five years)			
	It takes 2-4 weeks to complete the approval and signature process at the National Program			
	Staff and BPMS levels due to work loads, travel, annual leave, and holiday schedules.			
Department:	Leave blank: does not apply to D or X coded projects			
Institute:	Always defaults to the ARS location			
Research Facilities:				
Indicate the type of agency that	9 Federally Owned 9 Federally Leased 9 Combined			
controls the office in which the research will be conducted.	9 State 9 Other			
Research on Campus:	9 Yes 9 No			
	Answer Yes if the ARS facility is located on a university campus.			
Cooperators:	Leave blank: does not apply to D or X coded projects			
Agreement Number and Award Date:	Leave blank: does not apply to D or X coded projects			
Who is the Agreement with:	9 None = used on D and X projects			
Remarks:				
Documents what the action is for on the project.	Examples: establishing a new project; revising the SY Investigator time; time extensions; program increases; renumbering due to a change in the STP codes; fund transfers; etc.			
Objective:				
ARS scientist provides this.	Please e-mail this to the unit ARIS User so it can be copied and pasted into the ARIS block.			
Approach:				
ARS scientist provides this.	Please e-mail this to the unit ARIS User so it can be copied and pasted into the ARIS block.			
Keywords:				
	ARIS User: Enter phrases on one line.			
ARS scientist provides these.	(Examples: long-term storage preservation or Integrated Pest Management)			

Investigators:	9 Principal Investigator:
All scientists entered must be Cat 1 or 4 on the D or X project.	(ARS scientist, and SY%)
No limit on the number of scientists to be entered.	List all other ARS scientists/investigators associated with the project, & their SY time
Only one can be designated as the Principal Investigator.	
Only ARS scientists are listed.	
SY time: must be at least 20%	
SY % designation:	
20% = 0.20 $35% = 0.35$ $100% = 1.00$	
$STP Codes = \underline{St} rategic \underline{P} lan$	
Example: 2.1.2.6 = Germplasm Enhancement & Plant Breeding	=% Code #1
Minimum = 1STP code Maximum = 2 STP codes Total of STP codes must = 100%	STP codes affect the project #. Example: 5428-21000-009-00D 54 = Northern Plains Area 28 = Logan, UT 21000 = first two digits of STP code used (2.1.2.6) 009 = project number 9 (chosen sequentially, is the ninth project for the unit) 00D = identifies the project as appropriated funds
National Program (NP) codes:	C Can only be entered at Headquarters level C Only three combinations are allowable: 100%; or 70/30 % split; or 60/40 % split
ARIS User: Request the code and desired percentage in the Remarks on the 416	Examples: (1) NP code 301/100% (2) NP codes 205/70% and 301/30% (3) NP codes 205/60% and 301/40%
Basic Research, Applied	
Research, and Developmental Effort:	% Basic Research % Applied Research % Developmental Effort
See RL for assistance.	C Use any combination of the three to equal 100%. C Minimum of 10% and must equal 100%.
Classification Codes:	v Minimum of 1070 and must equal 10070.
	C Minimum of one code of each is required, minimum of 10% for each code
SOI = $\underline{\mathbf{S}}$ ubject $\underline{\mathbf{o}}$ f $\underline{\mathbf{I}}$ nvestigation RPA = $\underline{\mathbf{R}}$ esearch $\underline{\mathbf{P}}$ roblem $\underline{\mathbf{A}}$ rea	C Maximum of 10 codes for each category
Field of Science	C Maximum of 10 codes for each category
ADIC Harm A 1' / C 1	C Total of 100% for <u>each</u> classification category (SOI, RPA, and Field of Science)
ARIS User: A list of codes available to select from is found by logging in to ARIS and then selecting Reference Tables, Classification.	C For a D project, guidance is provided by the NPS or obtained from a prior D project
Sub-Activity Classification	C Minimum of one code is required, minimum of 10%
Codes:	C Maximum of 10 codes, must total 100%

Special Classification Codes:	С	Minimum of 10% for any one code
	С	Combination of codes can be over 100%
	С	See details at bottom of page 3 for certain code requirements
Fund Transfers:	С	This section applies to D or X projects only.
	С	The ARIS User obtains this information by working with the RL/location budget staff.
Requirements/Restrictions on	С	BT: If used, minimum of 10% required, maximum 100% allowed
some Special Codes:	С	BR: Can have a combination of codes, minimum of 10% each, cannot exceed 100%
	C	PC: Can have a combination of codes, minimum of 10% each, cannot exceed 100%
Obtain code guidance and/or	C	FBP (Farm Bill codes): Required on all D projects. Can use 1 to 6 codes, minimum of
assistance from the RL or the		10% each, maximum 100% total
NPS	C	SA+ (Sustainable Ag Codes): Only one code allowed and must equal 100%. Required
		on all D projects. Code is determined by worksheet,
		contact RL for assistance.
	C	BRCOM (Biosafety): If the BRCOM is on a project, BL level and date of
		certification/recertification must be in the last line of the
For D projects: guidance is		Approach on the 416
usually provided from the NPS	C	BTER: If BTER is listed, mut have at least 2 BT codes listed on the project
	C	BARD: Should always be 100%
	С	BPMS: Can only be entered at NPS level. Minimum is 10%; combinations of different
ARIS User: Refer to Chapter		codes can be over 100%
13A of the on-line ARIS manual	C	CRADA code: must equal 100%
for more information/details.	C	CRG code: CSREES Competitive Grants should be coded 100%
	C	X1890: Cannot be over 100%
	С	All other special codes: Minimum of 10% for any one code; combination of codes can
		be over 100%